Sales Tax - Registering Multiple Locations

How do I register my business that has more than one location?

If you have a business that includes more than one physical location you must complete and submit Form CR 0100 "Colorado Business Registration" for each location. If the multiple location(s) have the same name you will be issued the same account number but with a branch number indicating that it is another location for the same business.

For example: "Terri's Gibson Girl Vintage Clothing and Design" is located in Westminster Colorado and a second store under the exact same name is located in Lakewood. The same account number would apply for each store but include a 4-digit branch number after the seven-digit account number. You would need to apply on Form CR 0100 and pay the appropriate fee to receive the license for the second store. (See License Fees). The Department of Revenue would then set up each account for the appropriate taxes due on your retail sales tax return for both the Westminster and Lakewood stores. In this case three returns would be sent. One return would be sent for the parent account indicating only the state and Regional Transportation District (RTD) taxes. The account number would be xx-xxxxx-0000. The second return would be for Westminster (Adams County) where only the first column would need to be filled out. This return would have the same account number but ending in 0001. The Lakewood (Jefferson County) store would also receive an separate return where only the first column would be filled out. The account number for this would also be the same except it would end in 0002 indicating it is a second location.